

Struthers

MEMORIAL CHURCH

SMC SAFEGUARDING POLICY

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Policy Statement

Struthers Memorial Church (SMC) group of churches believes that it is always unacceptable for any person to experience abuse of any kind and recognises its particular responsibility to safeguard and promote the welfare of all children, young people and vulnerable adults. We aim to ensure that all individuals are protected and kept safe from harm (including physical, emotional and sexual harm) while they are with staff or volunteers in this organisation.

The content of this document is tailored for SMC use only and is subject to change at any time.

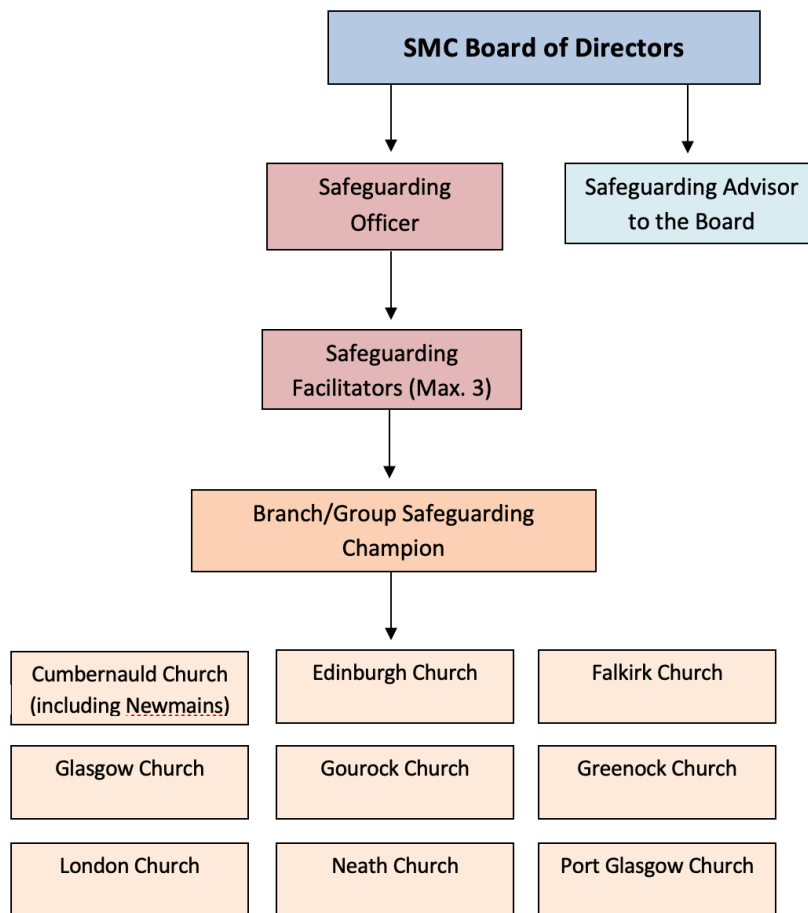
We recognise that:

- The welfare of all vulnerable groups is paramount;
- All individuals, regardless of age, disability, gender, racial heritage or religious belief, have the right to equal protection from all types of harm or abuse;
- Working in partnership with vulnerable individuals, their parents and carers is essential in promoting welfare.

We will seek to safeguard vulnerable individuals by:

- Ensuring that children and young people under 18 years should never be left unsupervised whilst in our care;
- Ensuring that there is adequate supervision for each activity involving children and young people;
- Ensuring appropriate parental consent is obtained when necessary;
- Complying with all relevant health and safety policies;
- Valuing, listening to and respecting them;
- Ensuring all volunteers are aware of the SMC code of conduct;
- Recruiting staff and volunteers safely, ensuring all necessary checks are made through the relevant body;
- Responding to any welfare concerns or allegations of abuse in line with this safeguarding policy;
- Providing effective management for staff and volunteers through recruitment, supervision, support and training in order to ensure all staff/volunteers adopt safeguarding best practice;
- Reviewing our policy, good practice and training as required.

Organisational Framework for Safeguarding



* Cedars School operates its own Safeguarding Team (legal requirement)

Governance Level:

- Board of Directors of the Church
- Safeguarding Advisor to the Board

Operational Level:

- Safeguarding Team:
 - a) Safeguarding Officer
 - b) Safeguarding Facilitators
- Branch / Group Safeguarding Champions

The Board of Directors of the Church has collective responsibility for safeguarding which is carried out operationally by the Safeguarding Officer. The SMC Safeguarding Officer is Dr. Leah Martin.

Roles and Responsibilities

The Board of Directors of the Church responsibilities:

- Ensure effective safeguarding policies and procedures are in place.
- Allocate resources and training to meet the requirements of this policy.
- Ensure that safeguarding issues are part of Board meeting agendas.
- Appoint a Safeguarding Officer
- Appoint Safeguarding Facilitators.

Branch Church Minister responsibilities:

- Appoint a branch Safeguarding Champion and inform the Safeguarding Officer;
- Adhere to the procedures outlined in this safeguarding policy including safe recruitment
- Ensure branch staff/volunteers are trained in safeguarding procedures including how to report concerns;
- Ensure that all staff/volunteers are referred to the branch Safeguarding Champion for appropriate checks;
- Inform the Safeguarding Officer of any safeguarding concerns and follow up advice given including contacting external agencies where appropriate;
- Inform the Board of Directors of the Church and the Safeguarding Officer of any individual who is removed from work with vulnerable groups within SMC due to safeguarding concerns.

Safeguarding Advisor responsibilities:

- Provide advice to the Board of Directors when requested on safeguarding issues

The Safeguarding Advisor is Mrs Vivien Goodbrand who has extensive experience working within local authority social work services.

Safeguarding Officer role & responsibilities:

The Safeguarding Officer is the key link between the Board of Directors of the Church and the branch churches/groups, concerning safeguarding matters. The Safeguarding Officer shall take lead responsibility for child protection and safeguarding (including online safety). She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy. The Safeguarding Officer is the point of contact for anyone in SMC who is concerned about a child.

The key tasks of the Safeguarding Officer are to:

- Report on all safeguarding issues to the Board of Directors of the Church.
- Support SMC in handling of allegations against members of staff/volunteers where appropriate.
- Manage the PVG/CRBS system.
- Managing and support the Safeguarding Facilitators at an operational level.
- Manage safeguarding policies and procedures at an operational level.

- Ensure staff/volunteer compliance with safe recruitment and training.
- Respond to safeguarding concerns from church ministers and liaise with external agencies where appropriate.
- Ensure that there is an accurate and up to date register of all workers doing regulated work with children and vulnerable adults.
- Attend external safeguarding training.
- Ensure annual review of policy and procedures.
- Inform Disclosure Scotland/CRBS of any individual who is removed from work with vulnerable groups within SMC due to safeguarding concerns.

PVG/CRBS Co-ordinator role & responsibilities:

This role is generally carried out by the Safeguarding Officer. The key tasks of the PVG/CRBS Co-ordinator are to:

- Maintain an accurate and up to date register of all workers doing regulated work with children and vulnerable adults.
- Liaise with branch churches to ensure all individuals undertaking regulated work have had the appropriate checks carried out.
- Deliver and maintain a record of safeguarding training of all staff and volunteers in branch churches.

Safeguarding Facilitator role & responsibilities:

The Safeguarding Facilitator carries a significant level of responsibility, and they should be trained to the same standard as the Safeguarding Officer.

The key tasks of the Safeguarding Facilitator are to:

- Provide support to the Safeguarding Officer in contributing to continuous improvement in safeguarding through effective and efficient administrative systems.
- Work with the Safeguarding Officer and other relevant strategic leads to promote the adherence to all SMC Safeguarding policies and procedures.
- Ensure provision of supplies and equipment for safeguarding events, and distribute safeguarding materials as requested or required via the Events Registration process.
- Ensure the completion of PVG/CRBS checks for all staff and volunteers including referring all new workers. Ensure that any new worker has been approved by the local church minister
- Compile a register of all individuals who have taken part in annual safeguarding training and return this to PVG/CRBS co-ordinator
- Develop, implement, maintain and continuously review computerised administrative systems, via SMC's Google Drive, for the SMC Safeguarding Team, input data, including

collection of statistical information. To ensure the robust administration and management of data, collation, processing of information and statistics and reports and spreadsheets.

- Contribute towards the development of good working relations and collaborative arrangements with branch churches/groups, including supporting the roll out of a Training and Development Framework.
- Act as first point of contact for the Safeguarding Champions, and respond to incoming communications and enquiries from SMC local branch members using own initiative and discretion to resolve issues where possible on their behalf.
- Provide administrative support to the Safeguarding Team including minute-taking, word-processing, collation of information and data.
- Perform any other duties which are consistent with the safeguarding role arising from legislation, policy or organisational change.

Safeguarding Champion role & responsibilities

A Safeguarding Champion requires to be a senior person within the branch area whilst maintaining an operational role, ie. Sunday school Coordinator.

The Safeguarding Champion will be a named point of contact for the branch area who can offer general safeguarding advice and guidance to their staff/volunteers based upon the Safeguarding Policies and Procedures. The Safeguarding Champion (SC) is not expected to investigate or make enquiries themselves and they are not expected to submit referrals on behalf of the service area.

It is the role of the Safeguarding Champion:

- To liaise with SMC's Senior Safeguarding Team in matters relating to activities involving children and vulnerable adults held by SMC.
- To attend the Safeguarding Committee meeting whenever required.
- Ensure the completion of PVG/CRBS checks for all staff and volunteers including referring all new workers.
- Ensure that the age of any volunteer/worker is 18 or older, and that they have been approved by the branch church minister.
- Compile a register of all individuals who have taken part in annual safeguarding training and return this to PVG/CRBS co-ordinator.
- To act as a resource and a point of contact for stakeholders who require support and guidance with safeguarding issues. However, it is not the role of the Safeguarding Champion to be responsible for the submission of referrals on behalf of SMC.
- To cascade/disseminate safeguarding information received to fellow staff/volunteers within their branch church.

- To provide safeguarding updates to branch ministers.
- To support staff/volunteers in identifying those in need of protection and assist in their understanding of the action they need to take.
- To maintain an awareness of SMC's Safeguarding policy and procedures including who to speak to regarding the referral processes to be followed internally within the organisation.
- To encourage staff/volunteers to recognise and be aware of trends and themes within their area and communicate these as appropriate to the minister and the safeguarding team.

Staff and Volunteers responsibilities:

For the purpose of this policy, staff and volunteers are also known as SMC workers. It is the responsibility of SMC workers to:

- Ensure that they have been approved by the branch church minister before taking part in any activity involving vulnerable individuals including children and young people.
- Ensure that they have successfully completed the PVG/CRBS process before engaging in any voluntary work.
- Complete SMC's Safeguarding training process before starting youth work activities.
- Ensure they comply with the safeguarding policy and procedures.
- Report any concerns over safeguarding issues to branch church minister.
- Not seek to undertake any work from which they are barred.
- Inform Disclosure Scotland/CRB of any relevant changes to their personal circumstances including leaving SMC.

Adult to Child Ratios When Supervising or Working with Children

It is important that all church activities have sufficient adult staff and volunteers in place to ensure the safety of children – and that these adults are suitable to undertake these tasks. They would usually have been safely recruited, including the relevant safeguarding checks, and properly trained, including safeguarding training.

When a parent attends a children's activity and remains in the presence of their own child throughout, the responsibility for the supervision of their own child remains with the parent. For unattended children the level of supervision provided needs to be appropriate to the needs of the children involved in the activity. This could vary depending on:

- Age (see table below).
- Gender (wherever possible mixed gender groups should be reflected in the adult supervisors).
- Behaviour.
- Abilities within your group/any medical or other special needs.
- Nature and length of activities.
- Requirements of location.

The recommended minimum ratios of adults to children are shown in the table below. These are based on Ofsted EYFS guidelines for organised children’s activities and do not necessarily account for the supervision of children with additional needs:

Supervising Adults (minimum)	Age of Children	Maximum Number of Children	Ratio
2	0–2 years	6	1:3
2	2–3 years	8	1:4
2	3–8 years	12	1:6
2	Over 8 years	16	1:8

Example 1: The youth club at Church has 15 members aged 13–17 years. The minimum number of staff required is 2.

Example 2: The Sunday School at Church has 24 children in attendance (5 aged 2–3 years, 7 aged 3–8 years and 12 aged over 8 years). The minimum number of staff required is 6.

Example 3: The Crèche at Church has 18 children in attendance (12 aged 0–2 years and 6 aged 2–3 years). The minimum number of staff required would be 2 as the supervision requirement is met by the parent(s) attending with their children.

Safe Recruitment

SMC will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment.

This involves ensuring that:

- There is a detailed job description for the post (see appendix D and E)
- No individual is appointed to work with children without the recommendation and a reference from their church minister. The minister should have known the individual for a period of at least one year, otherwise an additional reference will be requested.
- Identity checks and verification of documents: we will ask for verification of ID E.g., Driving Licence/Passport for each individual appointed as part of the PVG check. These should be the originals and not photocopies.
- Self-declaration will be required from each individual appointed (see appendix C)
- Safeguarding has been discussed with each person before appointment is made
- Anyone who is working with children is a member of the Protection of Vulnerable Groups Act scheme, or the appropriate body for England and Wales, and the appropriate disclosure is obtained (we will comply with the Disclosure Scotland and Criminal Records Bureau Code of Practice concerning the handling of information).
- Suitable training/induction is provided for the individual being appointed

- The individual has been given a copy of SMC Safeguarding Policy/code of conduct and knows how to report concerns

(Adapted from CCPAS and SCIS)

Code of Conduct for Staff and Volunteers

Workers are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. All workers must have read and signed the code of conduct found in appendix A or B as appropriate.

Procedure for Reporting Allegations of Suspicions of Abuse

It is recognised that youth workers play an important role in identifying potential cases of child abuse. In this regard the church and its staff and volunteers have two main roles:

- Identification and response – identifying children who are at risk of, or who have suffered, any kind of abuse and taking appropriate action to ensure the safety of the children involved.
- Helping young people to develop skills, values and knowledge which will assist them to assert their rights, accept their responsibilities, build better relationships and be better placed to recognise or deal with hazards such as abuse or harassment and report them.

The Church Board has the overall responsibility for child protection and safeguarding and will liaise with church ministers and with other youth workers in the church as necessary. However, it is also important that all those involved in youth work have the skills to recognise possible abuse and knowledge of the procedures to be followed in recording and reporting concerns. The church will ensure that all workers have appropriate knowledge of child protection procedures and their place within them. Workers should be alert to signs that a child may be being abused (see appendix F). The church has a policy of developing partnerships between home and church, but with child abuse, or suspicion of abuse, our first and only responsibility is to the child. This may mean that in some instances parents are not informed or consulted immediately.

How Concerns May Arise

Concerns about child abuse may arise in the following circumstances:

- Concerns about child abuse may arise in the following circumstances:
- A worker has concerns arising from observation of the child's behaviour or appearance, or comments the child has made;
- A child tells a worker they have been abused or feel unsafe;
- A third party expresses concerns: this could be another pupil, a parent or carer or member of the public;
- An anonymous allegation is received;
- Historical abuse exists.

Procedure if Branch Church Minister / staff / volunteers has concerns or a child / vulnerable adult tells of abuse.

Suspicious may be aroused by the presence of indicators of possible abuse or by a feeling, based on knowledge of the child, that all is not well, or by a mixture of factors.

It may be appropriate for a worker to make an enquiry of a child about how an obvious injury was sustained, or why the child appears upset or distressed using open-ended non leading questions. For example:

- What happened?
- Where did it happen?
- When did it happen?
- Who did it?

If the child does not respond, the matter should not be pursued further and advice should be sought.

Questioning and testing of evidence is not a matter for staff/volunteers, as this is the responsibility of the police and social work agencies. Such an approach could prejudice later investigations.

Staff / volunteers should:

- Listen sympathetically and with care.
- Reassure the child that he/she is not to blame.
- Not show disbelief.
- Not give a guarantee of confidentiality.
- Take the allegation seriously.
- Affirm the child's feelings as expressed (don't tell the child how he/she should feel).
- Avoid being judgemental about the information given by the child.

If the child draws back from speaking to the staff/volunteer, the child should be informed of the possibility of making a private and confidential telephone call to ChildLine on 0800 1111. ChildLine's approach is to listen to the child, discuss options and encourage the child to seek help from a trusted adult. An individual who is concerned about a child in these circumstances should inform their Branch Church Minister that the child appears to have some concerns.

Where a third party expresses concern it is important that individuals are informed that a guarantee of confidentiality cannot be given. Where the concerns are expressed by another child, it should be remembered that reporting suspicions of abuse may be traumatic for that child and appropriate support should be provided.

Procedure when any of the above concerns arise

The role of the individual is to recognise, respond, report and record:

- Recognise when the child's behaviour and demeanour is a cause for concern and respond.
- Record their concerns using the Child Protection Concern Form Part 1 (Appendix H). This form is available from the child protection folder in each church. Record in detail on this form including what they have seen and heard, and when they did so. Signs of physical injury should be described in detail. Any comment by the child concerned, or by an adult who might be the abuser, about how the injury occurred should be recorded, preferably quoting words actually used, as soon as possible after the comment has been made, and sign and date the form **on the day**.
- Report their recorded concerns **on the same working** day to their Branch Church Minister.
- The Branch Church Minister must contact Safeguarding Officer immediately to ensure that the information is shared. This will allow part 2 (Appendix I) of the Child Protection Concern form to be completed. The Safeguarding Officer will advise on whether that information is shared immediately with social work or, depending on the nature of the concern and urgency of the situation, the police. This means that an early assessment can be made of any potential/actual harm to the child and whether further child protection enquiries are necessary. See appendix G for contact details of local social work services.

Managing Allegations or Complaints of Abuse against Staff/Volunteers

Where the information suggests possible child abuse. The following procedure should be followed:

- Any information, suggestion, allegation or complaint against a worker about possible child abuse must be taken seriously and acted on and recorded on the child protection form.
- The Branch Church Minister should be informed immediately if the allegation is not against them. The Branch Church Minister would then contact the Safeguarding Officer who will inform the Chair of the Board of Directors.
- Where it is clear that the initial information suggests possible child abuse or a criminal offence against a child, the police will be contacted and asked to investigate by the Safeguarding Officer.
- Advice will be taken by the Safeguarding Officer from the police before anyone is questioned.
- Advice will be taken from the investigating Lead in the police as to what information (either orally or in writing) can be given, and when, to the individual involved in the allegation, so that best evidence is preserved.

If the information is unclear the following procedure should be followed:

- The Safeguarding Officer should establish the basic facts using open-ended, non-leading questions and in conjunction with the Chair of the Board of Directors decide what action needs to be taken.
- A record of this will be kept in a secure folder on the church Google drive.
- The individual involved will be informed that such an allegation has been made.

Unfounded Allegations

If after due consideration the conclusion is that the allegation is completely unfounded the following procedure will be followed:

- The decision to take the matter no further will be recorded, together with the reasons for it, and the information placed in a confidential file.
- Where the information is shown to have been a malicious allegation by a young person action should be taken to safeguard other workers.

Precautionary Suspension

To ensure that children and vulnerable individuals are protected while an allegation is under investigation. The following procedure will be followed:

- A precautionary suspension for the duration of the investigation, will be considered by the Safeguarding Officer and Board of Directors of the Church. Advice on this could be sought from the investigating Lead in the police.
- Should the allegations be proven, parents or carers will be informed of the facts and of the action taken by the church. Advice on this will be taken from the police and the church's lawyer.
- The Safeguarding Officer will decide if a referral to the PVG/CRBS Scheme is appropriate.

Managing Allegations or Complaints of Abuse against Branch Ministers, Safeguarding Officer or members of Board of Directors of the Church.

In cases where allegations are made about a Branch Minister, the Safeguarding Officer should be informed immediately. They will then, in liaison with the Chair of the Board of Directors, consider the matter and take appropriate action following the guidelines above. A record of decisions made will be stored on secure Google drive.

In cases where allegations are made against the Safeguarding Officer or a member of the Church Board of Directors, the Chair of the Board should be informed immediately. An Board meeting will then be called to discuss the situation and agree a way forward in consultation

with the Safeguarding Advisor. Independent advice will be taken where appropriate. A record of all decisions made will be stored on the secure Google drive.

In cases where allegations are made against the Chair of the Board of Directors, Safeguarding Officer should be informed immediately. A Board meeting will then be called to discuss the situation and agree a way forward in consultation with the Safeguarding Advisor. Independent advice will be taken where appropriate. A record of all decisions made will be stored on the secure Google drive.

Working with Offenders

Where someone attending a church in the SMC group is known to have abused children or is known to be a risk to vulnerable adults the leadership will supervise the individual concerned and offer pastoral care. However, in our commitment to the protection of children and vulnerable adults we will set clear boundaries for that person which they will be expected to keep.

Appendix A: Code of Behaviour for Youth and Children's Workers

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of SMC's events. Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of SMC.

Guidelines for all SMC staff and volunteers.

Attitudes

Staff and volunteers should be committed to:

- Treating children and young people with respect and dignity.
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

By example

Staff and volunteers should endeavour to:

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people
- Challenge any inappropriate language used by a young person or child or an adult working with young people e.g. suggestive or derogatory comments
- Respect a young person's right to privacy

General

Staff and volunteers should:

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never exaggerate or trivialise child abuse issues

One to one contact

Staff and volunteers should:

- Not spend time alone with children away from others.
- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible e.g., in the corner of an open hall. If privacy is needed, **ensure that another member of staff or volunteer attends.**
- Where possible, inform the minister or organiser of the event that the meeting is taking place, advising its start and end time and its whereabouts.
- Where possible, inform the parent and ask them to join the meeting.
- If in doubt have another worker nearby.

Physical contact

Staff and volunteers should never:

- Engage in inappropriate physical contact of any kind
- Do things of a personal nature for a child or a young person that they can do for themselves for example in visiting the toilet.

Relationships with other workers:

- Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within SMC (e.g. showing favouritism to their own children or inviting boyfriends/girlfriends to join them in a youth meeting).

Relationships with children and young people:

- Unless staff and volunteers have already established relationships with a young person through friendships with parents or with their own children, they should not have contact with children for the purpose of securing a personal friendship or relationship.
- Workers need to be aware that it is not uncommon for young people to be attracted to a youth worker. They should also be aware that such circumstances can carry a high risk of words or actions being misinterpreted and for allegations to be made.
- Any sexual behaviour with, or towards a child or young person, is both inappropriate and illegal and could constitute a 'Breach of Trust' offence.
- If it seems that a young person is becoming inappropriately attached to you or to another member of staff, you should share your concerns and seek advice from your Branch Minister.

Photography and Filming

In accordance with the Photography and Filming policy, SMC will not permit photographs, filming or other images of children and young people to be taken without their explicit consent. If the child is:

- Under 16, consent must be obtained from a parent / carer.
- If the child is over 16, they can give consent to have their image taken. However, we will inform parents / carer that photographs and/or videos of their child may be used if the child has given consent.

Struthers Memorial Church will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Communication via E-Technology and Social Media

A worker can be vulnerable to unintended misuse of electronic communication. Email, texting and social media encourage casual dialogue and very often, innocent actions can easily be misconstrued or manipulated so all use of these media should be in an appropriate and responsible manner via the Safeguarding Team. Staff and volunteers should never share information with children or young people in any environment that they would not willingly or appropriately share in an open church setting.

SMC Staff / volunteers are not allowed to set up a SMC social media account without authorisation from their branch minister and the Safeguarding Officer. Branch ministers may choose to set up a branch church social media account. I. e., Facebook or Instagram which will be managed on behalf of that branch church.

If a social media account is required:

- The branch minister must liaise with the Safeguarding Officer before setting up a SMC social media account and ensure that all relevant safeguarding procedures are followed.
- The branch minister may nominate an individual to manage the social media account on their behalf. This individual must have completed safeguarding training and have successfully completed the PVG process. However, the branch minister remains responsible for ensuring that safeguarding policies and procedures are followed.
- Any social media accounts must explicitly show that it is a SMC authorised account. For example, the account name clearly states which branch of SMC it represents.
- Youth workers must not use email, texting and/or social media to communicate with a child under 18 years while carrying out any activity for the church.
- There must not be any private communication with individuals under 18 years on any social media forum.
- Where possible, parents of children and young people under the age of 18 years should be made aware of any social media activity.
- Staff/volunteers are reminded that some social media platforms have age restrictions. For example, you must be at least 16 years old to register for and use WhatsApp.

NB. All SMC updates and arrangements for activities and events will be announced from the platform of the relevant branch church(s) or on the church website. For example, informing of times/arrangements for meetings.

Transporting Children and Young People:

- Only a church approved driver may transport children whether in their own car or via the Church minibus.
- All drivers must be approved by the branch minister, and complete the 'Approved Drivers' form. SMC is required to keep a record of the driver's insurance certificate to ensure they have current Business insurance included. A driver must have a valid driving license.

- Wherever possible and practical, it is advised that transport is undertaken other than in private vehicles with at least one adult additional to the driver.
- Where a member of staff's/volunteer's own vehicle is used, they should ensure that they are insured for the purpose and wherever possible children should be in the back seat. Staff/volunteers should ensure seatbelts are worn.
- A 'Passenger Consent Form' must be completed before a child and/or young person is transported by anyone representing the church in a member of staff/volunteer's vehicle.

The Safeguarding Facilitators Team will be able to provide copies of the forms needed for transporting children and young people.

Whistle Blowing:

- If a member of staff/volunteer is seen to behave inappropriately with a child, other staff/volunteers must not ignore it but share it with the Safeguarding Officer.
- If the concern is about the Safeguarding Officer, it should be reported to the Chair of the Board of Directors of the Church.

Inappropriate of Abusive Behaviour:

- The list overleaf is presented to show some of the ways in which inappropriate behaviour or abuse may be manifested. It is important to recognise that this list is neither definitive nor exhaustive, nor is it meant to suggest that all the actions below are in themselves abusive: they must be seen in the context of the interaction with the child and the intention of staff. Staff should bear these in mind as a way of minimising risk and encouraging good practice.
- Staff must always exercise professional judgement in each circumstance.

Physical:

- Hitting/tapping/shaking
- Pushing/jabbing
- Throwing missiles

Emotional:

- Inappropriate/systematic sarcasm
- Isolating e.g. locked room
- Unfavourable comparisons
- Threats
- Intimidation
- Scapegoating
- Systematic personal criticism

Sexual:

- Inappropriate contact by E-technology
- Any sexual activity with a child or young person
- Inappropriate touching/comforting
- Suggestive remarks or gestures
- Sexual harassment
- Indecent materials
- Grooming a child for abuse
- Any inappropriate online contact including sending indecent images

Health and Safety:

The church has a Health and Safety Policy and this should be referred to on matters relating:

- Risk Assessments
- Accident and incidents
- Fire management and procedures
- First Aid

Appendix B: Code of Behaviour for those working with vulnerable adults

The code of behaviour for those working with children and young people reflect the same principles by which those working with vulnerable adults should abide. Clearly there are significant differences in the day-to-day outworking of these but in particular the following principles should be adhered to.

Staff / Volunteers should:

- Treat all individuals with respect and dignity.
- Respect every individual's right to privacy.
- Ensure that if privacy is needed, other staff are informed of the meeting and its whereabouts.
- Never engage in inappropriate physical contact of any kind.
- Provide an example, which we would wish others to follow.

Appendix C: Self-Declaration

I confirm that I have read the above Code of Conduct. I have been informed of Struthers Memorial Churches Safeguarding policy and guidelines and of my responsibility to take advice from the appropriate contact person if I have a wellbeing and/or child protection concern.

Signed: _____

Name (printed): _____

Role: _____

Date: _____

Information you provide will be kept strictly confidential.

Struthers Memorial Church staff/volunteers will abide by SMCs Data Protection Policy. SMC is committed to neither use nor disclose personal data that it has collected, other than the purpose for which it was collected or any reasonable secondary purpose, including compliance with applicable laws.

SMC will comply with its legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

This form should be kept in a secure place i.e., stored on the Safeguarding Google Drive or in a locked filing cabinet to comply with Data Protection requirements.

Appendix D: Job Descriptions: Youth Worker

Crèche: 0-2

Adults will be responsible for the safety and general wellbeing of all infants from 0–2 years of age for the duration of a church service. This will be for 1–2 hours. Parents/guardians will always be within the building and a minimum ratio of 1 adult to 3 children will always be maintained. On occasion an adult may be required to take a child to the bathroom where there are changing facilities available. Other duties include playing with and feeding children following parents' guidance. All workers are required to adhere to the church's Safeguarding and data protection policies and code of conduct.

As part of our church work we run a series of summer conferences and workers may undertake these duties in a residential setting.

Children: 3-10

Adults will be responsible for one age group; 3–4, 5–7 or 8–10 years old. Individual adults may work with groups of up to 8 children in an open suite of rooms, alternatively 2 or 3 adults may have collective responsibility for a group of up to 20 children aged 8 and above. The adults may be responsible for a variety of activities including music, teaching, games, drama, craft, snack and Bible stories. Young children (preschool) are always accompanied by an adult to the toilet. Parents will either be in the building, have signed a consent form or a register with contact details will be kept depending on the activity. All workers are required to adhere to the church's child protection (safeguarding) and data protection policies and code of conduct. Data will be collected, secured and destroyed in accordance with the data protection and Confidentiality policy.

As part of our church work we run a series of summer conferences and workers may undertake these duties in a residential setting.

Youth Work: 10-18

Adults will be responsible for a group of up to 50 10–18 year olds with a ratio of 1:8. The adults may be responsible for a variety of activities including music, Christian teaching, games, drama, craft, project work and group discussion. At these meetings there may be a time of prayer. Where children are discussing issues with adults, this will always be done in a public environment. All workers are required to adhere to the church's Safeguarding and data protection policies and code of conduct.

As part of our church work we run a series of summer conferences and workers may undertake these duties in a residential setting.

Appendix E: Job Descriptions: Work with Vulnerable Adults

Adults will work with individuals who are in receipt of specific services which therefore deems them to be vulnerable adults. Principally this will include those undergoing drug rehabilitation programmes but may also include others e.g. care home residents. The adults may be providing advice and counselling, refreshments and religious input. This may be in one to one or in group situations.

As of Feb 2016 the position of **befriender** has been added to the roles in which people may work with vulnerable adults. This may include those who, for example hold discussion groups with individuals from a hospice, or those working with Christians against poverty (CAP) in a 'money coach' role. This position has been registered with PVG.

As part of our church work we run a series of summer conferences and workers may undertake these duties in a residential setting.

All workers in any of these categories must have attended relevant training and be in possession of a PVG for work with vulnerable adults. Workers are directly accountable to the minister in their home church. All workers are required to adhere to the church data protection policy and code of conduct as well as to the SMC safeguarding policy.

Appendix F: Signs of Possible Child Abuse

It is important to remember that lists such as the one below are neither definitive nor exhaustive. The information has to be used in the context of the child's whole situation and in combination with a range of other information related to the child and his/her circumstances.

These are general indicators that the child may be troubled though not necessarily about abuse. The child may have some of these problems or none at all. It is the combination, frequency and duration of signs that will alert you to a problem. Try to notice all changes in usual behaviour.

There can be an overlap between all the different forms of child abuse, and all or several can co-exist.

1. PHYSICAL ABUSE

Signs of possible physical abuse:

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries, or delay in reporting them
- Excessive physical punishment
- Arms and legs kept covered in hot weather
- Fear of returning home
- Aggression towards others
- Running away

When considering the possibility of non-accidental injury it is important to remember that the injuries may have occurred for other reasons, e.g. genuine accidents or medical disorders.

2. PHYSICAL NEGLECT

Signs of possible physical neglect:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness and/or unexplained non-attendance at school
- Untreated medical problems
- Low self-esteem
- Poor peer relationship
- Stealing

3. NON-ORGANIC FAILURE TO THRIVE

Signs of possible non-organic failure to thrive:

- Significant lack of growth
- Weight loss
- Hair loss
- Poor skin or muscle tone
- Circulatory disorders

4. EMOTIONAL ABUSE

Signs of possible emotional abuse:

- Low self-esteem
- Continual self-deprecation
- Sudden speech disorder
- Significant decline in concentration
- Socio-emotional immaturity
 - 'Neurotic' behaviour (e.g. rocking, head banging)
- Self-mutilation
- Compulsive stealing
- Extremes of passivity or aggression
- Running away
- Indiscriminate friendliness

5. SEXUAL ABUSE

Not all children are able to tell parents or carers that they have been assaulted. Changes in behaviour may be a signal that something has happened. It is important to remember that in sexual assault there may well be no physical or behavioural signs. Signs of possible sexual abuse:

Behavioural

- Fear of a particular individual
- Social isolation – withdrawal or introversion
- Lack of trust in adults or over familiarity with adults
- Sleep disturbance (nightmares, irrational fears, bed wetting, fear of sleeping alone, needing a nightlight)
- Running away from home
- Girls taking over the mothering role
- Reluctance or refusal to participate in physical activity or to change clothes for activities
- Low self-esteem
- Drug, alcohol or solvent abuse
- Display of sexual knowledge beyond child's years
- Unusual interest in the genitals of adults or children or animals

- Expressing affection in an age inappropriate way, e.g. 'French kissing'
- Fear of bathrooms, showers, closed doors
- Abnormal, sexualised drawing
- Fear of medical examinations
- Developmental regression
- Poor peer relations
- Inappropriate or sexually harmful behaviours
- Compulsive masturbation
- Stealing
- Psychosomatic factors, e.g. recurrent abdominal pain or headache
- Having unexplained / abundance of sums of money and / or possessions Sexual promiscuity
- Physical / Medical
- Sleeplessness, nightmares, fear of the dark
- Bruises, scratches, bite marks to the thighs or genital areas
- Itch, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- Pain on passing urine or recurrent urinary infection
- Stained underwear
- Anxiety/depression
- Eating disorder, e.g. anorexia nervosa or bulimia
- Discomfort/difficulty in walking or sitting
- Pregnancy – particularly when reluctant to name father
- Venereal disease, sexually transmitted diseases
- Soiling or wetting in children who have been trained
- Self-mutilation/suicide attempts

Appendix G: Local Contacts

The following is a list of phone numbers for child protection services in the areas in which our churches are based can be found at:

Scotland:

<https://socialworkscotland.org/wp-content/uploads/2018/06/ScottishCouncilsSocialWorkContactSheet.pdf>

For our churches based in England and Wales, contact details are as follows:

London

Aylesbury Vale and North Bucks Area:
Buckinghamshire County Council
County Hall
Walton Street
Aylesbury
HP20 1YU

Telephone: 01296 395000

Emergency Duty Team: 01494 675802

Neath

Children and Young People Services: 01296 395000

Out of office hours the Emergency Duty Team: 01494 675802

Appendix H: Child Protection Concern Form Part 1

PART 1: To be completed by the person who has the concern.

- If a volunteer knows or suspects that a child / young person has been, is being, or is at risk of being harmed, this form must be completed and the concern passed onto the Branch Minister as soon as possible on the same day.
- This form should be either handwritten or completed electronically, provided it is signed and dated in writing on the day. Do not delay in completing the form, even if you do not have all the information.
- Once completed this form should be forwarded to the Church's Safeguarding Officer by the Branch Minister.

1. Child / Young Person's Details

Name:	Date of Birth (if known):
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2. Person recording the concern

Name:	Date of Birth (if known):
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3. Details of concern (Record the facts as accurately as possible, using the child's own words)

Type to enter text

4. Did the child / young person express a view about what they would prefer to happen next?

Type to enter text

Signature: _____

Date: _____ Time: _____

Information you provide will be kept strictly confidential

Struthers Memorial Church staff/volunteers will abide by SMCs Data Protection Policy. SMC is committed to neither use nor disclose personal data that it has collected, other than the purpose for which it was collected or any reasonable secondary purpose, including compliance with applicable laws.

SMC will comply with its legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

This form should be kept in a secure place i.e., stored on the Safeguarding Google Drive or in a locked filing cabinet to comply with Data Protection requirements.

Appendix I: Child Protection Concern Form Part 2

PART 2: To be completed by the Safeguarding Officer

Name of Safeguarding Officer:	
Date Concern Form Part 1 received:	Time:

1. Have there been previous child protection concerns with regards to this child?

YES <input type="checkbox"/> (If yes, give details below)	NO <input type="checkbox"/>

2. Is the child currently on the Child Protection Register?

YES <input type="checkbox"/>	No <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>
If yes, the concern should be referred on the day to the allocated social worker or their senior.		
Name of social worker: _____	Date contacted: _____	Time: _____

3. Did you as the Safeguarding Officer speak to the child / young person e.g., to establish basic facts recorded on part 1 of this form.

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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4. Was this concern shared with anyone else by yourself or the person reporting the concern?

YES <input type="checkbox"/> (If yes, give details below)	NO <input type="checkbox"/>
<p>The decision about who shares what with the parents should be taken following advice from one of the statutory agencies involved.</p>	

5. Does the concern involve any of the following types of abuse / risk factors?

1. Sexual Abuse	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
2. Physical Abuse	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
3. Emotional Abuse	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
4. Physical neglect	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
5. Domestic Abuse	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
6. Parental alcohol and / or drug misuse	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
7. Disability	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
8. Non-engaging family	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
9. Child affected by parental mental health problems	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
10. Child with mental health problems	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
11. Child displaying problematic sexual behaviours	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
12. Female genital mutilation	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
13. Honour-based violence or forced marriage	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
14. Fabricated or induced illness	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
15. Sudden, unexpected death of a child	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
16. Child exploitation	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
17. Child placing themselves at risk	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
18. Being radicalized or vulnerable to the messages of terrorism / extremism	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
19. Other (please specify)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

6. What action is to be taken in relation to this concern? Please tick the appropriate box.

<input type="checkbox"/> Initiate child protection procedures by contacting Social Work
<input type="checkbox"/> Continue to monitor

7. Branch minister contacted and updated on decision made

Minister Name:	Date contacted:

8. If child protection procedures are initiated, record details of the discussion with social work services / policy or other statutory agency

Date:	Time:	Name of contact:
Details of discussion:		
Outcome of discussion:		

9. If the referral is being investigated and assessed by the statutory agencies, the Safeguarding Officer should record details of his / her further involvement in the case and further communication from the statutory agencies involved.

10. Child placed on the Child Protection Register

YES <input type="checkbox"/> If yes, indicate the date: Date: _____	NO <input type="checkbox"/>
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11. Child removed from the Child Protection Register

Date: _____

12. Following deregistration was the child / young person made the subject of a Child's Plan (Scotland)

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Signature: _____

Date: _____

Time: _____

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SMC will comply with its legal obligations to keep personal data up to date; to store and destroy it securely; to not collect or retain excessive amounts of data; to keep personal data secure, and to protect personal data from loss, misuse, unauthorised access and disclosure and to ensure that appropriate technical measures are in place to protect personal data.

This form should be kept in a secure place i.e., stored on the Safeguarding Google Drive or in a locked filing cabinet to comply with Data Protection requirements.